



PERSONNEL AND
READINESS

**OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000**



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**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
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DIRECTORS OF THE DOD FIELD ACTIVITIES
COMMANDER, ARMY AND AIR FORCE EXCHANGE
SERVICE
CHIEF, NATIONAL GUARD BUREAU
ASSISTANT COMMANDANT FOR CIVIL RIGHTS,
COAST GUARD**

SUBJECT: Blacks in Government (BIG) 26th Annual National Training Conference


Blacks in Government (BIG) will host its 26th Annual National Training Conference, August 16-20, 2004. This year's theme is "Promoting Knowledge, Growth and Flexibility in a Global Government." The conference site is the Marriott Wardman Park Hotel located in Washington D.C. Additional conference information is available at www.bignet.org.

BIG's primary mission is to promote and enhance educational and training opportunities for black employees within the federal government. It represents roughly three million African American public servants and is one of the largest organizations dedicated to the development and retention of these individuals.



Department of Defense (DoD) military and civilian personnel involved in policies and programs affecting the recruitment, employment, and retention of Blacks may participate. Supervisors may allow Department of Defense personnel involved in policies and programs affecting the employment and advancement of minorities and women to take advantage of this training conference. Examples of persons in these categories include military and civilian personnel specialists, equal opportunity advisors, equal employment opportunity specialists and managers, special emphasis program managers, and individuals in supervisory and managerial positions. Although the selection of attendees is left to the discretion of the Components, please consider requests from DoD personnel who may have programmatic responsibility, but might benefit from this career development and training opportunity.

Ms. Charmane Collins, Office of the Deputy Under Secretary for Equal Opportunity, is the staff officer coordinating civilian DoD conference activities. She may be reached by telephone at (703) 695-0105 or by email at Charmane.Collins@osd.mil. Each component should contact Ms. Collins to identify their designated point of contact to serve on the DoD planning committee by June 8, 2004.



Charles S. Abell
Principal Deputy